

Administrative Training

*for
Directors & Administrators*

Monday, December 10, 2012

1:00 p.m. - 3:00 p.m.

**Frayser Branch Library
3712 Argonne
Memphis, TN 38127**

‘Navigating Your Changing Role’ Staff Today, Boss Tomorrow

Congratulations....you are now the Director! By accepting the position, you took on a new role and a new set of responsibilities. In the eyes of the your friends or employees, you are no longer “one of us.” You have a different group of peers...management! In this new role, you may find yourself feeling overwhelmed, alone, and even wondering if you made the right decision. This seminar is designed to give you tools and strategies to help you meet the challenges that come with your new position.

PRE-REGISTRATION IS REQUIRED TO ATTEND THE CLASS

To register, contact John D. Garnett at #888.413.2232 (toll free) or John.Garnett@tn.gov . Students participating in the seminar will receive a certificate for the training hours completed. Seating is limited. You may bring your lunch [optional].

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